



CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

California Institute for Regenerative Medicine (CIRM)

Grants Management Officer

The California Institute of Regenerative Medicine (CIRM) was established in 2004 with the passage of Proposition 71, the California Stem Cell Research and Cures Initiative. The statewide ballot measure provides \$3 billion in funding for stem cell research at California universities and research institutions. CIRM is to provide grants and loans for stem cell research, research facilities and other important stem cell research opportunities.

The Grants Management Officer (GMO) will report to the Director, Scientific Program and Review. The GMO will be responsible for developing and supervising a Grants Management Office within CIRM. The incumbent oversees, directs and facilitates the business-related and financial grants management functions of the institute to ensure an overall high quality of grants administration across all CIRM programs. The GMO is the primary advisor on grants policy matters for CIRM institute staff, grantees and others interested in the business management aspects of the granting process.

Qualifications:

- A Bachelors or Masters degree in Business Administration, Accounting or a related field.
- Minimum of five years experience in managing or directing an office of research administration or similar research related administrative position with a university, teaching hospital, mid-size non-profit or government agency.
- Demonstrated skill in management and financial analysis.
- Knowledge of information technology for grants management systems.
- Knowledge of grants management practices and information technology applications to track and manage grant applications.
- Some knowledge of accounting principles and practices.
- Familiarity with NIH policies, OMB circulars and California State regulations
- Competency with Microsoft Office.
- Excellent written, oral and interpersonal communication skills.
- Ability to provide direction and leadership for the policy development, coordination, and oversight of the CIRM grant administration programs.
- Ability to monitor and apply regulations related to research grants.
- Demonstrated experience in formulating and implementing policies and procedures.
- Demonstrated leadership skills to manage and motivate a team.
- Ability to design and implement effective workflow processes and procedures.

HOW TO APPLY: Interested candidates please submit:



CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

jobs@cirm.ca.gov or CIRM Search, P.O. Box 99740 Emeryville, CA 94662-9740

CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.